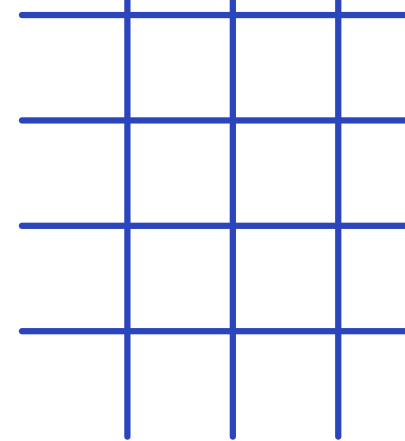
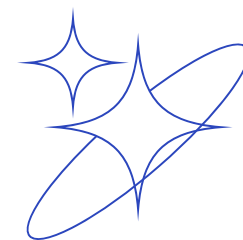


Saket Sharma

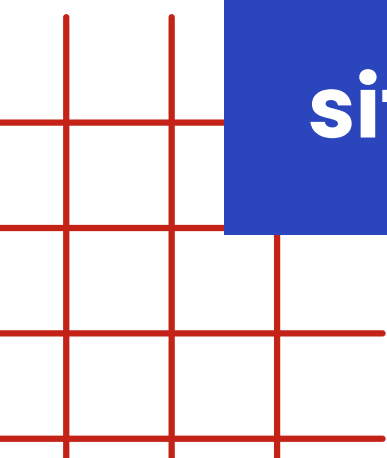


NISER-ODISHA CENTRAL LIBRARY



Interview Guide
Library Trainee

For more Content
sites.google.com/view/saketsharma



Visit also NISER Library Website for more info

Please prepare yourself on the software

Before Appearing the Interview, please watch all of these videos

- i) For Koha and Dspace you may visit this YouTube channel: <https://www.youtube.com/@LibrarianGuide>
- ii) For Reference Management Software: https://www.youtube.com/watch?v=NRqNQ4jJ_Ro
- iii) For OJS: https://www.youtube.com/watch?v=coP7E4BZQWw&list=PL25Ne_hvrYhMLx3-nWCFYPAsiWdNUPQ
- iv) For Grammarly: <https://www.youtube.com/watch?v=EIVVnhmauhM>
- v) For **Complete Tutorial on DrillBit Plagiarism Checker | DrillBit vs Urkund & Turnitin | ShodhShuddhi PDS**: <https://www.youtube.com/watch?v=rKmY-QmpLkY&t=127s>
- vi) RFID in Libraries : <https://www.youtube.com/watch?v=fFjCuXJEb0Q>,
<https://www.youtube.com/shorts/4-uXGMtbfms>, <https://www.youtube.com/watch?v=G50HU6WYuxA>
- vii) E Databases: <https://www.youtube.com/watch?v=drHwYxBsBrQ>,
<https://www.youtube.com/watch?v=AQ1Y0Oqq7BM>,

About NISER

Aspect	Details
Institution Name	National Institute of Science Education and Research (NISER)
Director	Professor Hirendra Nath Ghosh
Location	Bhubaneswar, Odisha, India
Affiliation	Homi Bhabha National Institute (HBNI), Mumbai
Institute's Goal	Generation, dissemination, and preservation of knowledge in basic sciences; promoting scientific temper in the youth of the nation
Nearby Institutions	IIT Bhubaneswar, AIIMS
Official Foundation Date	6th September 2007

Activities and Academic offerings at NISER:

Category	Details
Science Education	NISER serves as a centre of excellence for undergraduate and postgraduate education in basic sciences, offering a flexible curriculum and maintaining an 8:1 student-to-teacher ratio. The following programmes are offered:
Scientific Research	NISER encourages both theoretical and experimental research across various branches of science. It houses seven specialized schools and a Centre for Interdisciplinary Sciences:

Schools Specializing in Science	<ul style="list-style-type: none"> - School of Biological Sciences - School of Chemical Sciences - School of Computer Sciences - School of Earth and Planetary Sciences - School of Humanities and Social Sciences - School of Mathematical Sciences - School of Physical Sciences
Centre for Interdisciplinary Sciences	A dedicated center for interdisciplinary research.

Current Technical staff members at the Central Library

Name	Designation	Department
Jitendra Narayan Dash	Scientific Assistant - E	Central Library
Bidyut Siba Sankar Mohanty	Scientific Assistant - D	Computer, Central Library
Subhas Das	Scientific Assistant - B	Central Library
Rabindra Kumar Maharana	Technician - F	Central Library
Suchismita Dash	Technician - F	Central Library
Sk Safatulla	Technician - D	Central Library

Scientific Staff members at the Central Library

Name	Designation	Department
Kapil Kumar Gupta	Scientific Officer - C	Library, Central Library
Prasanna Kumar Muduli	Scientific Officer - C	Library & Information, Central Library

NISER's Central Library

Aspect	Details
Role of the Library	The Library is a cornerstone of NISER, integral to the institution's foundation since 2007, supporting academic and research needs.
Mission	To be the beacon of knowledge, supporting the goals of NISER while curating and safeguarding specialized literature in Science and Technology.
Operating Hours	- 9:00 AM to 11:00 PM daily - 9:00 AM to 5:30 PM on statutory holidays
Access System	Open access system, fostering exploration and discovery
Annual Verification	The Library conducts an annual physical stock verification to ensure the integrity of its collection.
Library Environment	The Library is not just a repository but a vibrant nexus of learning, innovation, and enlightenment, shaping the minds of future generations.

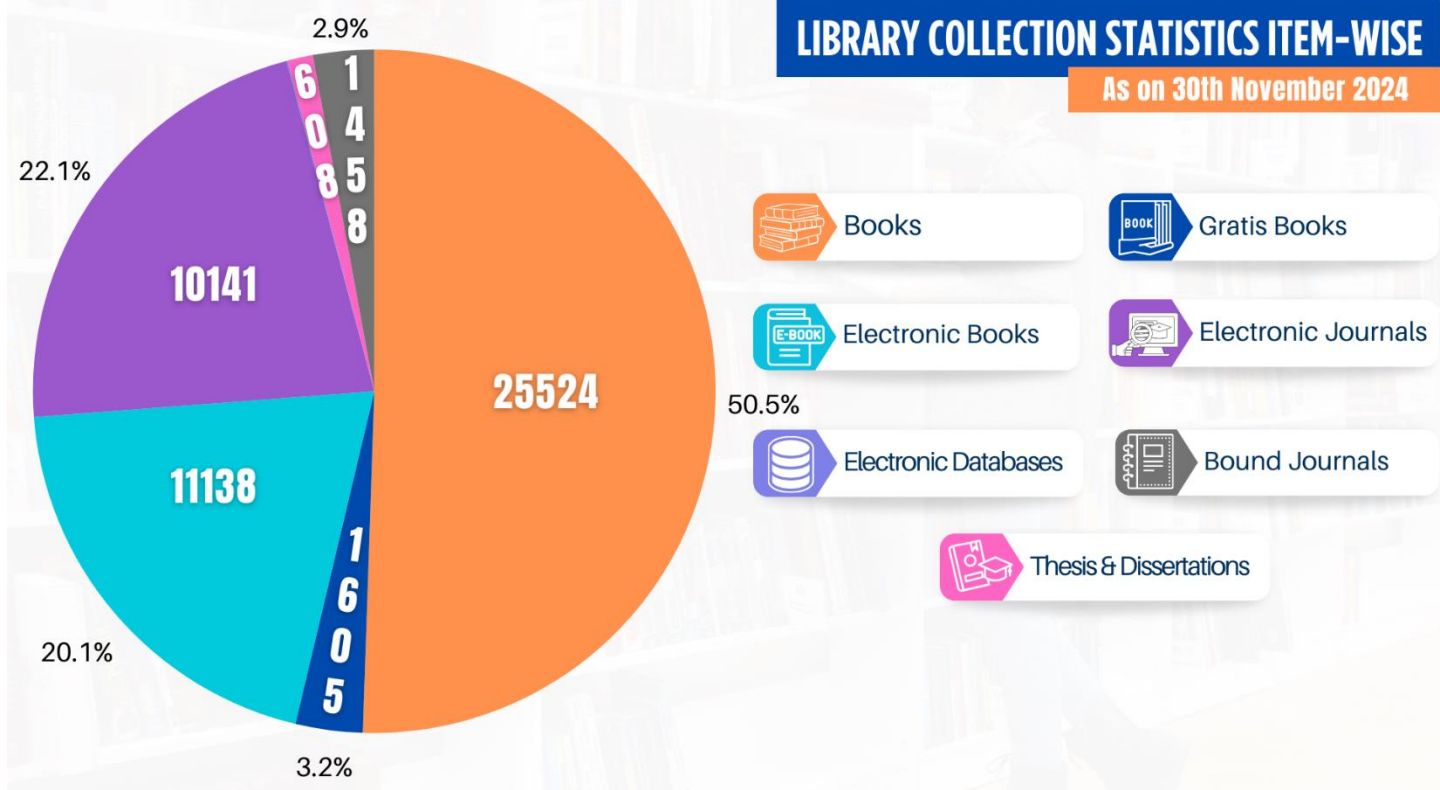
Chronology of Key Events in the History of the NISER Central Library

Year	Event
2007	Library started functioning, initially housed at Institute of Physics Campus.
2008	- Professor Jnanadeva Maharana became the first Chairman of the Library. - Dr. A V Anil Kumar became the first Convener of the Library.
2009	- Dr. Jitendra Narayan Dash became the first library staff member. - First journal subscription, launching of the library website, and implementation of LIBSYS (Library Automation Software). - Recruitment of first library apprentice. - First Book Exhibition organized.
2010	Introduction of Institutional Digital Repository for online submission of publications. - First e-book procurement.
2011	- Ms. Suchismita Dash became the third library staff member. - Mr. Rabindra Kumar Maharana became the fourth library staff member.
2012	- Professor Palok Aich became the second Chairman of the Library.
2014	Implementation of KOHA (Integrated Library Management Software) and RFID service.
2015	Library moved to permanent campus at Jatni in the Chemical Sciences Building.
2016	- Establishment of Departmental Libraries in Mathematical and Physical Sciences.
2017	- NISER Director inaugurated the new Library Building in January. - Mr. Bidyut Siba Sankar Mohanty became the fifth library staff member. - Dr. Praful S Singru became the third Chairman of the Library.
2018	- Recruitment of Library Professional Trainees began. - iThenticate originality checking tool subscription.
2019	Collaborative NISER Book Exhibition with empanelled vendors and publishers.
2021	- Establishment of CMRP Departmental Library. - Renovation of Library's first and second floors for learning-centered spaces, including seminar rooms and group study areas. - Grammarly subscription for writing support and upgradation of Library website. - Mr. Kapil Kumar Gupta became the sixth library staff member. - Implementation of IRINS faculty profiles.
2022	- Upgradation of Institutional Digital Repository. - Inauguration of Children's Library. - Launch of NISER NewsCast Service for engaging the community. - Central Library took responsibility for Auditorium & Lecture Halls, Annual Report, and Bi-Annual Newsletter. - Mr. Subhas Das became the eighth library staff member.
2023	- Inauguration of Popular Science Section. - Inauguration of Homi Bhabha Hall & Vikram Sarabhai Hall for seminars and technical events. - Library joined the NDLI Club Institutional Membership.
2024	- Curated NISER Book Exhibition with 15 empanelled vendors and publishers. - Open Access Publishing agreement with Wiley & Springer Nature for global research access.

Library Collection till 30th Nov 2024

LIBRARY COLLECTION STATISTICS ITEM-WISE

As on 30th November 2024



Three floors Details of the NISER Central Library

Floor	Sections & Facilities
First Floor	<ul style="list-style-type: none"> - Open Reading Area - Baggage Counter - Security Desk - Circulation Desk - Self Checkout Kiosk - New Arrivals - Digital Section - Encyclopaedia & Handbook - Book Stacks - E-Reading Area - Information Kiosk - Silent Zone - Current Journals - Reference Collection - Hindi & Odia Book - Periodical Section

<p>Second Floor</p>	<ul style="list-style-type: none"> - Acquisition Section - Technical Section - Bound Journals - Scholar Zone - Silent Zone - Information Kiosk - E-Reading Area - Popular Science Collection - Children's Library - Theses & Dissertations
<p>Third Floor</p>	<ul style="list-style-type: none"> - Homi Bhabha Hall - Vikram Sarabhai Hall - Poster Presentation

Look at only Colored one and read about them what are these and explained below

Encyclopaedia & Handbook:

- **Encyclopaedia:** A comprehensive reference work containing detailed information on various subjects, usually arranged alphabetically.
Example: Encyclopaedia Britannica or World Book Encyclopedia.
- **Handbook:** A concise, practical reference book focused on a specific subject.
Example: Oxford Handbook of Clinical Medicine or Handbook of Chemistry and Physics.

RFID Information Kiosk in Library:

- A self-service kiosk that uses **Radio Frequency Identification (RFID)** technology for locating, checking out, or returning books and accessing library information. It allows for quicker self-service without staff involvement.
Example: An RFID kiosk in a university library where students can scan and check out textbooks or get information about library services.

Acquisition Section:

- The section of the library responsible for acquiring new materials, such as books, journals, or digital resources. It handles budgeting, selection, ordering, and receiving new items.
*Example: If a library is expanding its collection of business books, the acquisition section will handle the procurement of new titles like *Principles of Marketing* by Kotler.*

Technical Section:

- This section focuses on cataloging, classifying, and indexing library resources. It ensures that books and other materials are well-organized and easily searchable through library systems.
Example: Using the Dewey Decimal Classification (DDC) system to catalog books or employing MARC (Machine-Readable Cataloging) records for digital resources.

Bound Journals:

- Journals that are bound into volumes, typically after a year of publication. They are stored for long-term preservation and easy access to past issues.

Example: A library may bind journals like *Nature* or *The Lancet* annually, keeping them in a designated section for historical research.

Reference Collection:

- A collection of authoritative resources that are typically used on-site for research and are not available for checkout. These resources include encyclopedias, dictionaries, and atlases.
Example: *Oxford English Dictionary* or *World Atlas of Geography*. These are usually found in the reference section for in-library use only.

Periodical Section:

- This section houses periodicals like magazines, journals, newspapers, and academic publications. It keeps back issues and ensures current issues are available for reading.
Example: *The New York Times*, *Scientific American*, or academic journals like *Journal of Educational Psychology*. These publications are frequently updated and available for in-library consultation.

Adaptive Ability Services and resources for Visually Challenged Users at the NISER Central Library

Services & Facilities	Details
JAWS Software	JAWS (Job Access With Speech) converts the computer screen into speech, allowing visually challenged users to work independently on MS Windows applications.
Personal Assistance	Library staff is trained to assist visually challenged users in navigating library resources.
Useful Resources for Visually Challenged	
Sightsavers India	Offers information on eye health, blindness prevention, and support services for visually impaired individuals.
Sweekar	Provides resources and support for individuals with various disabilities, including visual impairments.
Braille Bookstore	Offers a variety of braille books and resources for visually impaired readers.
Braille Works	Provides braille and large print materials for individuals and organizations.
Google Accessibility	Features and tools to enhance accessibility on Google products and services.
Microsoft Accessibility	Provides accessibility features and tools in Microsoft products to support users with disabilities.
Web Accessibility Initiative (WAI)	Offers guidelines and resources for web accessibility to ensure web content is usable by all.
BBC Accessibility	Provides accessibility guidelines and tools to ensure content is usable by all users, regardless of abilities.
Texas School for the Blind and Visually Impaired	Offers educational resources and materials for the blind and visually impaired community.

Citation Styles available in the NISER Central Library:

Citation Style	Description
AAA Style	Used by anthropologists, particularly in all AAA journals.
ACS Style	Used in chemistry for scholarly manuscripts, reviews, and submissions.
AIP Style	Commonly used in the field of physics for formatting documents for AIP journals.
AMS Style	Used in mathematics, including for journals like Journal of Algebra and Transactions of the American Mathematical Society.
AP Style	A grammar style and usage guide for American English, primarily used in journalism.
APA Style	Used in social sciences and some natural sciences.
APSA Style	Used by political science scholars and in APSA journals.
ASA Style	Designed for manuscripts for publication in American Sociological Association journals.
ASABE Style	Used in research papers related to agriculture, biochemistry, and biosystems engineering.
ASME Style	Used for ASME journals, conferences, and publications in mechanical engineering.
Chicago Style	Preferred by historians and often used in arts and humanities. Chicago Manual of Style (16th Edition) is available in the library.
GSA Style	Used by authors submitting papers to Geological Society of America journals.
IEEE Style	Primarily used in electronics, engineering, telecommunications, computer science, and IT reports.
Harvard Style	Commonly used in education, known for parenthetical referencing (citations in parentheses within the text).
MHRA Style	Useful for students, editors, and publishers of texts written mainly in English, especially in humanities.
MLA Style	Commonly used in literature, language, and humanities. MLA Handbook (9th Edition) is available in the library.
Turabian Style	Used in humanities and social science subjects, with an option for author-date or notes and bibliography format.
Vancouver Style	Used in biomedical and many scientific journals, often referred to as the "author-number" system.

Subject Guides Available at NISER Library

Subject Area	Description
Biological Sciences	Resources and support for students and researchers in biological sciences.
Chemical Sciences	Materials and services for those working in the field of chemical sciences.
Computer Sciences	Dedicated resources for students and researchers in computer science.
Earth & Planetary Sciences	Supports research in geology, geophysics, and planetary science.
Humanities & Social Sciences	Resources for humanities and social science research, including psychology, sociology, and literature.
Mathematical Sciences	Guide for students and researchers in mathematics, statistics, and related fields.
Medical & Radiological Physics	Resources focusing on medical physics and radiology for researchers and students.
Physical Sciences	A wide range of resources for physics and related scientific fields.

Current Awareness Service

Service	Description
Current Awareness Service	Keeps users updated on the latest developments, events, and resources in their field of interest.

Orientation Programme

Service	Description
Orientation Programme	Orientation sessions for newly enrolled Ph.D., Int. MSc., and Int. Ph.D. students across all schools.

New Arrivals

Service	Description
New Arrivals	Displays recent book additions for reference, with updates on the website.

Publications & Citations

Service	Description
Publications & Citations	Month-wise histogram graphs showing scholarly output of faculty members and research scholars from Scopus.

Recent Issues of Magazines

Service	Description
Recent Issues of Magazines	Updated regularly with announcements of newly arrived print magazines in the Periodical Section.

NewsCast Service

Service	Description
NewsCast Service	Digital displays across campus to engage the community and enhance the academic environment.

Outreach Activities

Service	Description
Outreach Activities	Activities to engage with the wider community, promoting literacy and learning.

User Guides and Research Support

Tool	Documents / Links
Grammarly	Registration & Tutorial
SciFinder	SciFinder Training, SciFinder Registration
Mendeley	Guides & Tutorials

ORCID	Tutorials
Publications Planner	Publications Planner Guide
iThenticate	Tutorial, Registration Guide, Doc-to-Doc Comparison
RefWorks	Quick Start Guide
Zotero	Quick Start Guide
Lib Guides	Book Drop Box Guide, User Guide, Self-Checkout Kiosk Guide, E-Resources access through VPN, IDR Guide, IRINS Guide, Library BookShelf Guide, NDLI Club Registration Guide, OPAC User Guide, Online Reservation Guide, My Account Guide, Measuring Research Impact Guide, Improving Research Visibility Guide

Document Delivery Service

Service	Description
Document Delivery Service	Access articles, books, and scholarly materials from libraries worldwide.
Why Choose Us?	1. Access to a vast array of resources from libraries nationwide.
	2. Fast and efficient document delivery service.
	3. Expert assistance in locating and obtaining materials.

Standardized Services

Service	Description
Ask Librarian	Email our librarians for expert help with library-related questions.
Current Awareness	Stay updated on the latest resources and developments in your field.
RFID Kiosk - Self Check-out	Quickly check out library materials using our RFID Kiosk.
Book Dropper - Self Check-in	Easily return books with our Book Dropper for hassle-free returns.
Circulation - Issue, Return, Renewal	Manage borrowing, returning, and renewing materials.
Document Delivery Service (DDS)	Request documents and articles quickly through our DDS service.
Plagiarism Checking Tool @ iThenticate	Ensure content integrity with iThenticate for plagiarism checking.
Writing Assistance Tool @ Grammarly	Improve writing quality with Grammarly's assistance.
Reference and Information Services	Get expert help with research and finding resources.
Web VPN Access	Access library resources securely via Web VPN.
Trial Access	Explore new journal resources with trial access.
Online Reservation @ OPAC	Reserve library materials online through OPAC.
QR Codes	Scan QR codes to access library resources and information.
User Awareness Program	Join awareness programs to better understand library services.
Technical Processing of Books	Library managed processing of books via contingency grants.
Adaptive Ability Services	Services supporting diverse learning needs and abilities.
I Am New to the Library	Explore services and resources for new library users.
Overnight Lending	Borrow materials overnight for convenience.
Digital Repository	Access digital resources through our repository.
New Arrivals	Stay informed about the latest collection additions.
User Guides	Find guides to maximize your use of library resources.

Subject Guides	Curated resources and research help for various subjects.
Open Educational Resources	Access free resources to boost learning.
E-learning Portals	Explore e-learning portals for courses and materials.
Children's Library	Books and resources for young readers.
Publication & Citations	Get help with publishing and citation practices.
NISER Newscast	Stay updated with NISER's latest news.
Library Space Booking	Book conference halls and spaces for your needs.
Shelf Guide	Navigate the library shelves easily with our guides.
Popular Science Collection	Explore popular science books for enthusiasts.
Bi-Annual Newsletter	Library-designed biannual newsletter for NISER.
Open Access Publishing	Publish research with open access for greater visibility.
Citation Styles	Assistance with various citation styles for research.

Subject Guides Available at NISER Library

The NISER Library offers specialized subject guides to support research across various fields. These guides help students, researchers, and faculty navigate the resources available within the library for their academic needs.

1. Biological Sciences

- **Examples:** Reference materials on genetics, microbiology, biochemistry, and related journals like *Nature Biotechnology* or *Cell*.

2. Chemical Sciences

- **Examples:** Resources covering chemistry topics like organic chemistry, inorganic chemistry, and chemical engineering, such as *Journal of the American Chemical Society* (JACS).

3. Computer Sciences

- **Examples:** Guides to resources in algorithms, artificial intelligence, and programming, with references to publications like *ACM Computing Surveys* or *IEEE Transactions on Computers*.

4. Earth & Planetary Sciences

- **Examples:** Access to materials on geology, astronomy, and environmental science, including journals like *Geology* or *Earth and Planetary Science Letters*.

5. Humanities & Social Sciences

- **Examples:** Resources in history, sociology, philosophy, and literature, with books and journals such as *The Journal of Sociology* or *American Historical Review*.

6. Mathematical Sciences

- **Examples:** Guides to resources in pure and applied mathematics, with journals like *Mathematics of Computation* or *Journal of Mathematical Physics*.

7. Medical & Radiological Physics

- **Examples:** Resources on medical imaging, radiology, and physics in medicine, such as *Journal of Medical Physics* or *Radiology*.

8. Physical Sciences

- **Examples:** Materials related to physics, chemistry, and engineering, including journals like *Physics Today* or *The Astrophysical Journal*.

Services Available at NISER Library

1. Current Awareness Service

- **Purpose:** Keeps users informed about the latest developments, events, and resources in their area of research.
Example: A monthly newsletter sent to faculty and students, highlighting new journals, books, or research conferences in their field.

2. Orientation Programme

- **Purpose:** Introduces newly enrolled Ph.D., MSc., and Ph.D. students to library services and resources.
Example: A session where students are shown how to access e-resources, use the library's catalog, and make the most of research databases.

3. New Arrivals

- **Purpose:** Displays recently added books and resources for easy reference.
Example: A dedicated section where students can browse through newly added books on various scientific topics.

4. Publications & Citations

- **Purpose:** Provides a monthly histogram graph of faculty and research scholars' scholarly output sourced from databases like Scopus.
Example: Visual representation of citation trends of research conducted at NISER, helping to track publication activity.

5. Recent Issues of Magazines

- **Purpose:** Displays newly arrived print magazines for easy access.
Example: New issues of magazines such as *Scientific American* or *IEEE Spectrum* are showcased for browsing in the Periodical Section.

6. NewsCast Service

- **Purpose:** Uses in-campus digital displays to engage the academic community with relevant updates.
Example: Digital screens placed around the campus that display announcements about new library resources or upcoming academic events.

7. Outreach Activities

- **Purpose:** Engages the wider community in literacy and knowledge-sharing activities.
Example: Organizing public events like workshops or reading programs aimed at promoting academic learning beyond the campus.

Research Support Tools & Guides

The NISER Library provides a range of research support tools to enhance academic productivity.

1. Grammarly

- **Purpose:** Writing assistance tool for grammar, spelling, and style improvements.
Example: Registration and tutorial available for users to sign up and access Grammarly for academic writing.

2. SciFinder

- **Purpose:** Research discovery tool for chemical sciences, providing access to literature, patents, and more.
Example: Users can access SciFinder and receive training on how to use it for literature searches and chemical property data.

3. Mendeley

- **Purpose:** A reference manager and academic social network for managing citations and collaborative research.
Example: The library offers guides and tutorials on using Mendeley for citation management and collaboration.

4. ORCID

- **Purpose:** A unique identifier for researchers to distinguish themselves in publications and scholarly work.
Example: Provides tutorials on creating and linking an ORCID iD for enhancing research visibility.

5. iThenticate

- **Purpose:** A plagiarism detection tool to ensure the originality of research content.
Example: A registration guide helps researchers use iThenticate to check for plagiarism in their manuscripts.

6. Zotero

- **Purpose:** A free, open-source reference manager for managing bibliographic data.
Example: Quick start guides available to help users organize references and create bibliographies in research papers.

7. LibGuides

- **Purpose:** Offers user-friendly guides on a wide range of library services and resources.
Example: Users can access specific guides for topics like e-resources access, library OPAC (Online Public Access Catalog), and more.

8. IRINS (Integrated Research Information Network)

- **Purpose:** A tool for tracking and managing research output within an institution.
Example: Quick Start Guides available for faculty and researchers to manage and showcase their publications in the institutional repository.

Interview Questions

Koha

Q: What is Koha and why is it popular in libraries?

A: Koha is an open-source Integrated Library System (ILS) designed to manage the day-to-day operations of libraries, including cataloging, circulation, acquisitions, and patron management. It is popular because it is customizable, user-friendly, and cost-effective due to its open-source nature. It offers features like OPAC (Online Public Access Catalog), circulation management, and detailed reporting, making it a reliable solution for libraries worldwide.

Q: What is the Koha onboarding tool, and how does it help in setting up the system?

A: The **Koha onboarding tool** is a guided process that helps new users set up key elements in Koha, such as creating libraries, patron categories, patrons, item types, and circulation rules. This tool simplifies the initial setup by automating much of the configuration process, making it easier for libraries to get started with Koha without needing advanced technical expertise.

Q: How does Koha manage circulation activities like checkouts, renewals, and holds?

A: Koha supports the following circulation activities:

- **Checkouts:** Issuing library materials to patrons.
- **Renewals:** Extending the due dates of borrowed materials.
- **Returns (Checking In):** Registering the return of borrowed materials.
- **Holds:** Allowing patrons to place holds on items that are currently unavailable.
- **Recalls:** Requesting the return of an item before its due date.
- **Curbside pickups and Transfers:** Managing materials transferred between branches. Koha also provides offline circulation utilities and the ability for self-checkout and self-check-in to streamline the process.

Q: What is MARC21 and UNIMARC, and how does Koha handle them?

A: MARC21 and UNIMARC are two types of MARC (Machine-Readable Cataloging) formats used for bibliographic records. Koha supports both formats, and during the installation, users can choose between MARC21 and UNIMARC to set up the cataloging system. MARC21 is the more widely used format, especially in North America, while UNIMARC is popular in Europe and other regions.

Koha allows libraries to configure these formats by selecting the appropriate setup during the installation process, ensuring compatibility with existing cataloging standards.

Q: What is the role of plugins in Koha, and how can they be used?

A: Plugins in Koha extend the functionality of the system. Koha supports the installation of plugins for various features, such as cataloging, reporting, and search optimization. Plugins can be installed via a **plugin repository** and can help tailor the system to meet specific library needs. Examples include value builders for cataloging, enhanced search tools, and custom reporting plugins.

To set up plugins, the administrator needs to install and configure them from the staff interface.

Q: How does Koha support interlibrary loan (ILL) requests?

A: Koha has built-in support for **Interlibrary Loan (ILL)** requests. The system allows libraries to:

- Create ILL requests and notify partners via email.
- View and manage incoming and outgoing ILL requests.
- Circulate ILL materials and track their status. Koha also provides integration with external ILL systems, making it easier for libraries to collaborate and share resources.

Q: Can you explain the role of the OPAC in Koha?

A: The **Online Public Access Catalog (OPAC)** in Koha allows patrons to search the library's collection, place holds, view account details, and make purchase suggestions. The OPAC offers both basic and advanced search features, such as searching by author, title, subject, or item type. Koha also allows libraries to enhance the OPAC with additional content, including book covers and item descriptions, making the interface more user-friendly and visually appealing.

Q: How does Koha handle reports and statistics?

A: Koha has robust reporting capabilities, enabling libraries to generate detailed reports on various aspects such as circulation, cataloging, acquisitions, and patron activity. Key features include:

- **Custom Reports:** Create reports based on specific criteria or metrics.
- **Statistics Reports:** Track library usage statistics, including circulation, renewals, and fines.
- **Report Plugins:** Koha supports third-party plugins that extend reporting functionality. Reports are vital for library management, helping administrators make data-driven decisions.

Q: How can Koha support e-resource management?

A: Koha provides an **E-resource Management (ERM)** module that helps libraries manage digital resources, including electronic journals, e-books, and databases. It allows libraries to:

- Create and manage **agreements and licenses** with vendors.
- Track **eHoldings** and **subscriptions**.
- Manage the lifecycle of digital resources, including renewals and expirations. This helps libraries provide access to a broad range of digital resources alongside traditional physical materials.

Q: What is the significance of Koha's Web Services and APIs?

A: Koha offers a range of **web services** and APIs that allow libraries to integrate Koha with other systems or external applications. Examples include:

- **OAI-PMH** for sharing metadata with other systems.
- **SRU** for facilitating search and retrieval over the web.
- **SIP2** and **LDAP** for integration with external systems like self-checkout machines and directory services. These APIs make Koha flexible, enabling it to be part of a larger library ecosystem.

Q: What are some key Koha configuration tasks before going live?

A: Before going live, the following key configuration tasks should be completed:

- **Data Migration:** Import existing library data such as patrons, books, and circulation history.
- **System Configuration:** Set up circulation rules, OPAC settings, cataloging configurations, and acquisition settings.
- **Testing:** Run test transactions to ensure that all features work as expected, including circulation, cataloging, and reporting.
- **Staff Training:** Ensure staff are trained on using the staff interface and managing library operations in Koha.

Latest Release of Koha 24.11

Interview Q&A: Modules of Koha LMS**Circulation**

- i) **What are the core functions of the Circulation module in Koha?**
 - The Circulation module handles checkouts, check-ins, renewals, holds, recalls, transfers, and overdue management.
- ii) **How does Koha support offline circulation?**
 - Koha offers offline tools to record transactions when there is no internet connectivity, which can later be synchronized with the system.

Patrons

- i) **What types of patrons can be managed in Koha?**
 - a. Koha supports regular patrons, staff patrons, and statistical patrons, each with customizable privileges and roles.
- ii) **What features are available for managing patron accounts?**
 - a. Features include adding/editing patrons, merging records, two-factor authentication, patron messaging preferences, and self-registration options.

Advanced Search and Item Search

- i) **What distinguishes Advanced Search from Item Search in Koha?**
 - Advanced Search allows users to filter search results by multiple criteria like author, subject, or publication date, while Item Search focuses on locating specific items by barcode, location, or status.
- ii) **How does the search engine configuration in Koha enhance searching capabilities?**

- Koha supports Elasticsearch and Zebra, which provide robust indexing and fast, accurate search results for bibliographic and authority records.

Lists

i) What is the purpose of the Lists module in Koha?

- The Lists module helps staff and patrons create, manage, and share collections of items for specific purposes, such as recommended reading or research.

ii) Can lists be shared externally?

- Yes, lists can be shared through email or links, depending on the library's configuration.

Course Reserves

How does Koha manage Course Reserves?

- The Course Reserves module allows libraries to create courses, link reserve materials, and provide faculty and students with prioritized access to course-related items.

Can reserves be accessed via the OPAC?

- Yes, reserve materials and course details can be accessed by students and faculty through the OPAC.

Authorities

What is the significance of the Authorities module in Koha?

- The Authorities module ensures consistent data entry for names, subjects, and other headings by linking bibliographic records to authority records.

How does Koha support authority control?

- It allows importing, exporting, and editing authority records and provides tools to merge duplicates or update linked bibliographic records.

Interlibrary Loan (ILL) Requests

How does Koha handle ILL requests?

- Koha facilitates managing requests for items not owned by the library, including creating, tracking, and fulfilling ILL requests.

Is ILL integration available in Koha?

- Yes, Koha integrates with external ILL systems for seamless request handling.

E-Resource Management

What functionalities does the E-Resource Management (ERM) module offer?

- The ERM module manages licenses, agreements, eHoldings, and access to digital content providers, ensuring efficient handling of electronic resources.

How does Koha track agreements and licenses?

- It provides tools for uploading, storing, and tracking usage terms and renewal dates.

Point of Sale

What is the purpose of the Point of Sale (POS) feature in Koha?

- The POS feature facilitates the collection of fines, fees, and payments for library services or goods.

How are POS transactions recorded?

- Transactions are logged in the system and can be reviewed through the accounting module.

Cataloging

What are the key features of the Cataloging module in Koha?

- It includes tools for creating and editing bibliographic and item records, managing MARC frameworks, and importing/exporting data.

What are cataloging plugins, and how are they used?

- Plugins enhance cataloging by automating repetitive tasks, such as value builders for MARC fields, improving accuracy and efficiency.

Serials

What tasks can be managed using the Serials module?

- The Serials module tracks subscriptions, receives issues, manages routing lists, and claims late or missing issues.

Can Koha handle serial frequency and numbering patterns?

- Yes, it supports customizable frequency and numbering patterns for managing serial collections.

Acquisitions

What is the role of the Acquisitions module in Koha?

- This module manages vendors, purchase orders, invoices, budgets, and EDI communication with suppliers.

How does Koha handle late orders or claims?

- Koha provides tools to track late orders, send claims to vendors, and monitor their responses.

Reports

What types of reports can be generated in Koha?

- Koha supports custom SQL reports, statistical summaries, and pre-defined templates for circulation, acquisitions, and cataloging data.

Can reports be scheduled in Koha?

- Yes, reports can be scheduled for automatic generation and delivery at specified intervals.

Tools

What is the purpose of the Tools module in Koha?

- The Tools module provides utilities for batch operations, such as importing/exporting records, updating item statuses, and generating barcodes.

Can tools be used for data migration?

- Yes, tools like bulk MARC import/export and patron data import/export assist in data migration.

Koha Administration

What administrative functions are available in Koha?

- Administrative functions include system configuration, user management, setting permissions, and customizing system preferences.

How does Koha handle security for administrative tasks?

- It uses role-based access control, two-factor authentication, and detailed audit logs for secure system management.

For Basic Interview Question you can refer my other Interview Questions and Answers

1. <https://t.me/UGCNETJRF2024JUNE/6632>
2. <https://t.me/UGCNETJRF2024JUNE/6282>
3. <https://t.me/DigitalLIB90/9263>
4. <https://t.me/UGCNETJRF2024JUNE/2739>
5. <https://sites.google.com/view/saketsharma/interview-guide?authuser=0>

All the best for your Interview

Mentor: Saket Sharma

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